

Instructions for use of the Form
“Call to a Validated Ministry Outside the Bounds of Presbytery”

(See *Book of Government* 10-8A.3 and 9-6)

Presbyteries are urged to take seriously the mutual accountability between the governing body and its members by discovering and implementing ways for serving as a formal third party in calls to ministers serving outside the bounds of Presbytery. The “Call to a Validated Ministry Outside the Bounds of Presbytery” form provides Presbyteries with a means of becoming a third party to a call, either in a formal or an informal way. It enables Presbyteries to evidence their concern for the ministry to be performed, to outline the Presbytery’s expectations of the minister, and, where appropriate, to consult with the calling agency as an advocate for the minister as to ecclesiastical matters.

Prior to accepting a call, the minister shall contact the Presbytery in which membership is sought and provide the Ministerial Committee with a position description. Guided by the four criteria outlined on the form, the Ministerial Committee shall determine if the ministry ought to be validated. If the ministry is validated, a call shall be issued. *This call shall be reviewed and renewed annually by the Presbytery.*

The following instructions refer to the numbers on the form:

1. Describe how the minister will fulfill his/her responsibility to the Presbytery and related units, and if not explicit in the job title, how the minister will fulfill his/her ministry as outlined in the five criteria outlined on the form.
2. A representative of the Presbytery and the minister shall sign the form.
3. Form shall indicate year for which call was approved, and the date approved.
4. The calling agency shall be asked to sign the call.

One or more persons acting on behalf of the calling agency, or one or more members of the Ministerial Committee, should be appointed to present and prosecute the call before the Presbytery. When a call has been thus presented, if found in order, and the Presbytery deems it for the good of the Church, it should be sent to the person to whom it is addressed.

IF THE CALL IS ACCEPTED, the call form shall be distributed as follows:

1. Original to the person called.
2. Copy to the Presbytery’s Stated Clerk.
3. Copy to the Ministerial Committee.
4. Copy to the calling agency.

IF THE PERSON REJECTS THE CALL, the Presbytery Stated Clerk shall promptly return all copies of the call to the Presbytery’s Ministerial Committee.